



NESC Technical Institute

HSSE Safety Guidelines

Visitors, Suppliers and Contractors

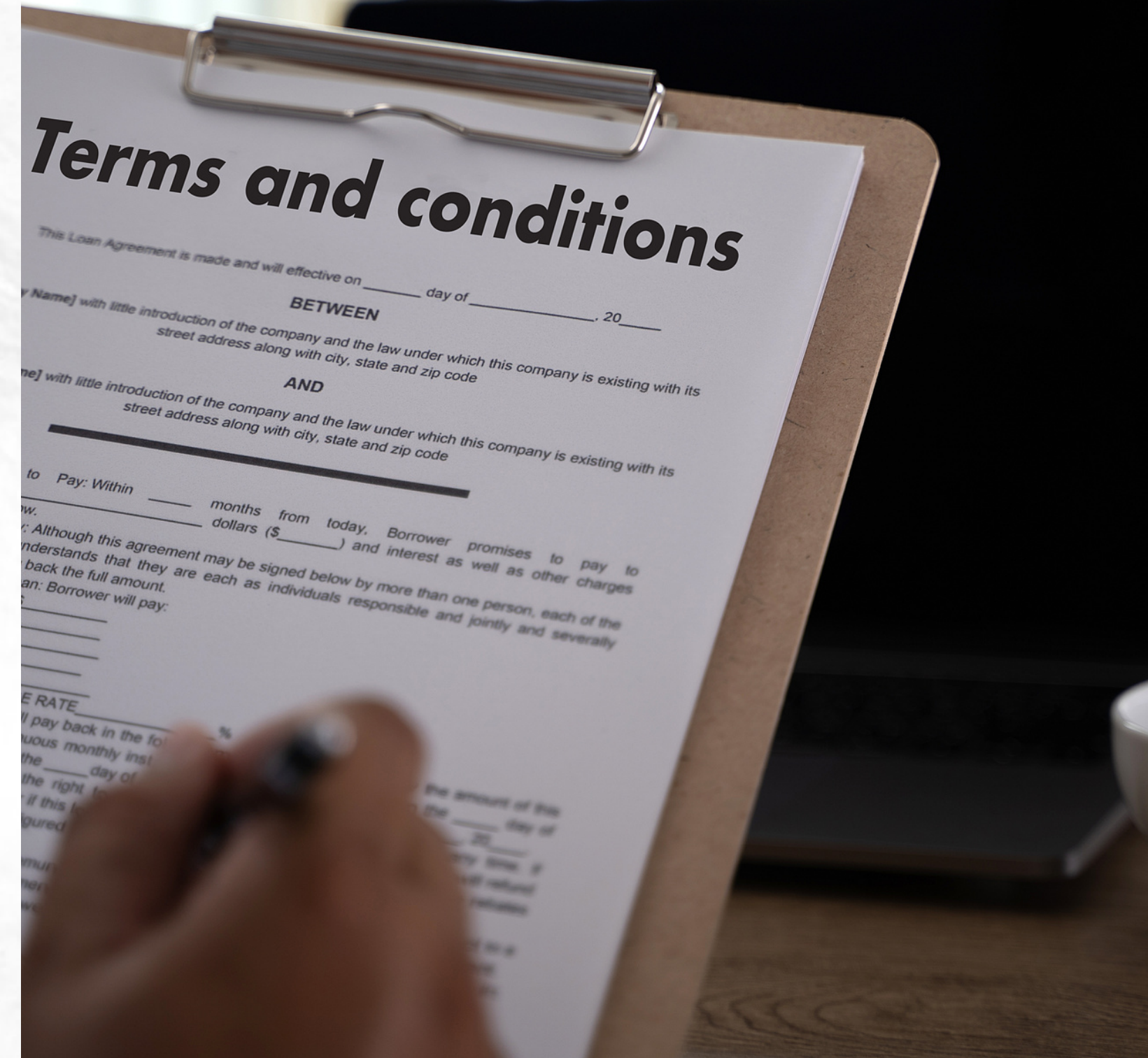


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Definition of Safety

- **Freedom** from unacceptable risk and harm.
- **Protection** from injury.
- **Adherence** to or compliance with established laws, regulations, standards, and approved codes of practice.



Government's OSH Policy

THE OCCUPATIONAL SAFETY AND HEALTH (OSH) ACT
NO.1 OF 2004 (AS AMENDED 2006).

Ensures that industrial establishments, in the private and public sectors, manage safety, health and welfare in the workplace, using the legal compliance requirements as the minimum standard.



HSE Policy Statement

Stakeholder Protection

NESC Technical Institute is committed to conducting business in a manner that protects the health and safety of all its employees, contractors, customers and the public.

Responsible for HSE Systems

NESC will fulfil this responsibility by applying effective HSE management systems and policies to all NESC activities and operations.

Commitment to the OSH Act

NESC aims to comply with and implement all legal and statutory requirements stipulated in the Occupational Safety and Health (OSH) Act 2004, amended by Act No. 3 of 2006.



Duties of Employers to Persons other than their Employees

ACCORDING TO THE OSH ACT 2004 (AS AMENDED IN 2006)

It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable:

1

That persons not in his employment who may be affected are not thereby exposed to risks to their safety or health. (Section 7, 1)

2

That he and other persons, not being his employees, who may be affected by his actions are not thereby exposed to risks to their safety or health. (Section 7,2)

3

In the prescribed circumstances and in the prescribed manner, to give to persons, not being his employees, who may be affected by the way in which he conducts his undertaking, the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their safety or health. (Section 7, 3)

Contractor's Documents

All contractors or private parties who wish to engage in any work activity on the compound must present the following documents;

- ✓ Job Safety Analysis (JSA)
- ✓ Methodology for the intended works
- ✓ Contractor HSSE management
- ✓ Documented HSSE requirements
- ✓ Insurances, licences, registrations & certificates
- ✓ Risk assessment
- ✓ Certificates of inspection or assurance (rigging, lifting gears or cranes)

The work activity will be **prohibited** if contractors fail to provide the required documents.





Permit-to-Work (PTW)

If the work activity is considered a **critical activity**, it is subject to a Permit-to-Work (PTW) from the HSSE department.

Critical Activities

Confined Space Entry

Hot Works

(fire extinguisher and fire watch necessary)

Working at Heights

Excavation

Permits are issued on a daily and **MUST** be obtained prior to the commencement of work.

Safety Guidelines

1. Safety Orientation

Persons conducting work on any NESC premise, will be issued a pass after the completion of safety orientation.

2. Safety Pass

An issued pass means that the holder has successfully completed, agreed to and understands the importance of health and safety compliance on the compound.

N.B. Failure to comply will lead to persons being escorted off of the premises.



Site Entry Requirements



Hard Hat



Reflective Vest



Steel Tip Boots



Visitor Pass



Entry will be denied upon failure to wear proper PPE or have relevant documents readily available.

Covid-19 Protocols

Failure to follow these protocols can lead to persons being escorted off the premises.



Practise **social distancing**



Face mask must be worn at all times - covering the nose, mouth and chin -



Wash hands at the water stations provided upon entry



Use **hand sanitisers** provided



Temperature screening at entry points



Stay at home if you are unwell or demonstrate flu-like symptoms

Substance, Drug and Alcohol Abuse Policy

In keeping with the requirements of NESC Technical Institute Substance Abuse Policy, the following are **strictly prohibited**:



Consumption of alcoholic beverages



Smoking



Use of any illicit drug(s)

Failure to follow these protocols will lead to persons being escorted off the premises.

No Open Flame Policy



No open fires shall be carried out on the compound.



Storage of highly combustible or flammable materials is NOT allowed.**



Smoking is strictly prohibited.



Persons shall NOT use firefighting equipment for any other purposes.**



Cooking is strictly prohibited.



The use of any spark or flame-producing tools is NOT allowed.**

****Exceptions with permission allowed**

Vehicle Requirements and Traffic Safety

All **PROHIBITED**, **MANDATORY**, and **WARNING** signs posted in various areas must be followed.

Comply with **ALL** traffic laws and wear seat belts while driving company or personal vehicles on company business.

Contractors **MUST** remain in designated areas at all times and use approved travel routes into and out of the site.

Vehicles with mechanical, or electrical problems and/or in bad condition are **NOT** permitted.

NO employee or contractor shall operate a vehicle while using a cell phone, fatigued, or under the influence of drugs or alcohol.

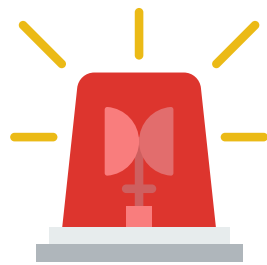
Drivers **MUST** have valid permits and insurance for NESC Technical Institute-owned, rented, leased, or personal vehicles used for company business.

Speed Limit

All vehicles on the compound are required to move at a speed of not more than 10km per hour.



Emergency Procedures



#1

An audible alarm system will sound continuously during any fires or emergencies in the buildings.



#2

You should go to the nearest exit, which is indicated by green lettering on a white background displayed above doors and along corridors.



#3

Assemble at the designated Muster point and await instructions or an '**all-clear**' from a health and safety personnel or the safety warden.

Earthquake Procedures

In the event of an earthquake:

- 1 Remain Calm.
- 2 Find a nearby safe area, utilizing the building's primary structural support.
- 3 Assume the crouch and cover position and wait until the movement has ceased.
- 4 After the movement has stopped report to the Muster point and await instructions.



Fire Safety

Methods of Extinguishment



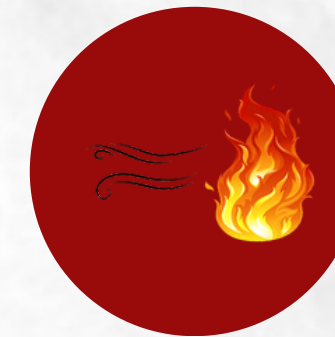
Stand **UPWIND** of the fire, at a safe distance.



NEVER turn your back to a fire. It may flare up unexpectedly.



NEVER go through a fire to get an extinguisher.



If the fire is blowing **toward you**, you are **downwind** of the fire.



If the fire is blowing **away from you**, are **upwind** of the fire.

Accident Reporting



It is necessary to report all accidents, incidents, near misses, injuries, unsafe practices, and unsafe acts to the HSE department.



If you sustained an injury while on the compound, it is essential to promptly report it to the HSE department.



Safety Is Everyone's Responsibility



Remember...

Your cooperation and adherence to the policies and procedures of HSE are crucial to ensure the safety of everyone while on the NESC Technical Institute compound.

Management reserves the right to prohibit entry and exit where the risk of danger exists to personnel, property, or the general public.



